



Department of Human Resources & Civil Service

Job Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: NURSING ADMINISTRATOR (Provisional* Appointment)

SALARY: \$76,740 - \$98,850 annually

DEPARTMENT: Monroe Community Hospital

JOB SUMMARY:

This is a high-level administrative position responsible for directing, planning and coordinating all nursing services provided at Monroe Community Hospital. The incumbent insures the optimum level of nursing care for all patients and residents of the hospital. The employee reports directly to and works under the general direction of the Executive Health Director. General supervision is exercised over all nursing service personnel. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Nursing, Hospital Administration, Business Administration, Public Administration, or closely related field, plus six (6) years of paid full-time or its part-time equivalent registered professional nursing experience, at least one (1) year of which shall have been in gerontological or rehabilitative nursing, and one (1) year of which shall have been in nursing administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing or closely related field, plus eight (8) years of paid full-time or its part-time equivalent registered professional nursing experience, at least one (1) year of which shall have been in gerontological or rehabilitative nursing, and one (1) year of which shall have been in nursing administration; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

NOTES:

Candidates with a Master's degree in Nursing and a clinical specialization/concentration in gerontology or rehabilitation may substitute this for the one (1) year of specialized nursing experience required in options (A) and (B).

Candidates with at least one (1) year of administrative experience in a geriatric or rehabilitative facility may substitute this experience for the one (1) year of specialized nursing experience required in options (A) and (B).

SPECIAL REQUIREMENTS:

Possession of a valid New York State license as a Registered Professional Nurse at time of appointment.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

In order to perform the duties of this position, an applicant should possess or be able to:

- Plan, direct and implement programs and policies defining the proper operation and standards of nursing practice required of the three levels of care within the institution
- Administer programs for recruitment, selection, assignment, and orientation of nursing personnel
- Administer an in-service training program for nursing staff
- Prepare and control the budget for the Nursing Department
- Comprehensive knowledge of nursing techniques and a high degree of skill in their application
- Thorough knowledge of modern principles and practices of hospital nursing administration and residential health care
- Thorough knowledge of Joint Commission of Accreditation of Hospitals, New York State health codes and other relevant health care codes regarding standards of nursing services
- Good knowledge of gerontological and rehabilitative nursing
- The ability to utilize problem solving techniques
- The ability to communicate well, orally and in writing
- The ability to establish and maintain professional relationships with others; tact; good judgment

THE FOLLOWING FACTORS WILL ALSO BE CONSIDERED:

Work Record and Attendance

NOTE: Applications can be downloaded from www.monroehosp.org or obtained in the Monroe Community Hospital Human Resources Office. Submit completed applications to:

MONROE COMMUNITY HOSPITAL
HUMAN RESOURCES
435 E. HENRIETTA ROAD
ROCHESTER, NY 14620

Posting Date: September 12, 2014

Posting Deadline: September 26, 2014

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.